

# EXECUTIVE PROJECT REPORT

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REPORTING PERIOD

DATE PREPARED

PREPARED BY

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REPORT RECIPIENTS

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REPORT PURPOSE

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## PROJECT DETAILS

PROJECT NAME

PROJECT NO.

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PROJECT SPONSOR

PROJECT OWNER

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PROGRAM MANAGER

PROJECT MANAGER

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## KEY MILESTONE AND ACCOMPLISHMENTS

COMPLETED WORK	DATE OF COMPLETION	RESPONSIBLE PARTY

PLANNED WORK	PROJECTED DATE OF COMPLETION	RESPONSIBLE PARTY

## COMMENTS

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FINANCIAL OVERVIEW

TOTAL EXPENSE      TOTAL CAPITAL      OVERALL TOTAL

BUDGET COSTS			
ESTIMATE AT COMPLETION (EAC)			
ACTUAL COSTS TO DATE			

COMMENTS

## KEY RISKS

RISK	RESPONSE	STATUS	DATE OPENED	DATE CLOSED	ASSIGNED TO

## KEY ISSUES

ISSUE DESCRIPTION	PLAN OF ACTION

HIGH LEVEL PROJECT REQUIREMENTS

ADDITIONAL COMMENTS

APPROVED BY NAME AND TITLE	APPROVED BY SIGNATURE	DATE

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